

S E C R E T

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14 December 1988

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MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of LogisticsSUBJECT: Report of Significant Logistics Activities for
the Period Ending 13 December 1988 []1. Events of Major Interest That Have Occurred During the
Preceding Week:

a. On 7 December, representatives from the Facilities Management Group, OL, and Bechtel (the design contractor) met to discuss the scope of work and schedule regarding repairs to the south side chilled water lines. Additional information and drawings were given to Bechtel and an on-site survey was performed. Bechtel will conduct a study to determine if the lines should be repaired or replaced. []

b. During this reporting period, Hitt Contracting, Incorporated, the Child Day Care Center contractor, continued installing storm drains around the foundation of the Center. OL reports that work also continued on construction of the retaining wall, electrical duct bank, underslab plumbing, and the concrete slab was poured. []

c. Driggs, Incorporated, the West A Parking Lot construction contractor, has completed final grading of the area. Installation of underground electrical conduit is now underway, and OL anticipates that the stone base will be laid the week of 19 December, weather permitting. []

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25X1 e. On 7 December, representatives from the General
Services Administration, Gates Hudson Management Company, and the
Facilities Management Group, OL, met to address maintenance and
operation (M&O) problems in [] Building. The Property
Manager admitted that general building cleaning was not
satisfactory and that a number of M&O concerns have taken too long
to be resolved. He said he was looking into changing the custodial
25X1 subcontractor and would work as quickly as possible to rectify the
other outstanding problems. []

25X1 f. On 6 December, the Contracts Branch, Facilities
Management Group, OL, met with Tate Access Floors to discuss the
Agency's response to the bid Protest by Access Flooring,
Incorporated. This Protest involves the award to Tate for raised
flooring to support the Headquarters Backfill Program. During the
meeting, Tate was provided with a copy of the Agency's response to
the General Accounting Office (GAO) and given a briefing on the GAO
protest process. []

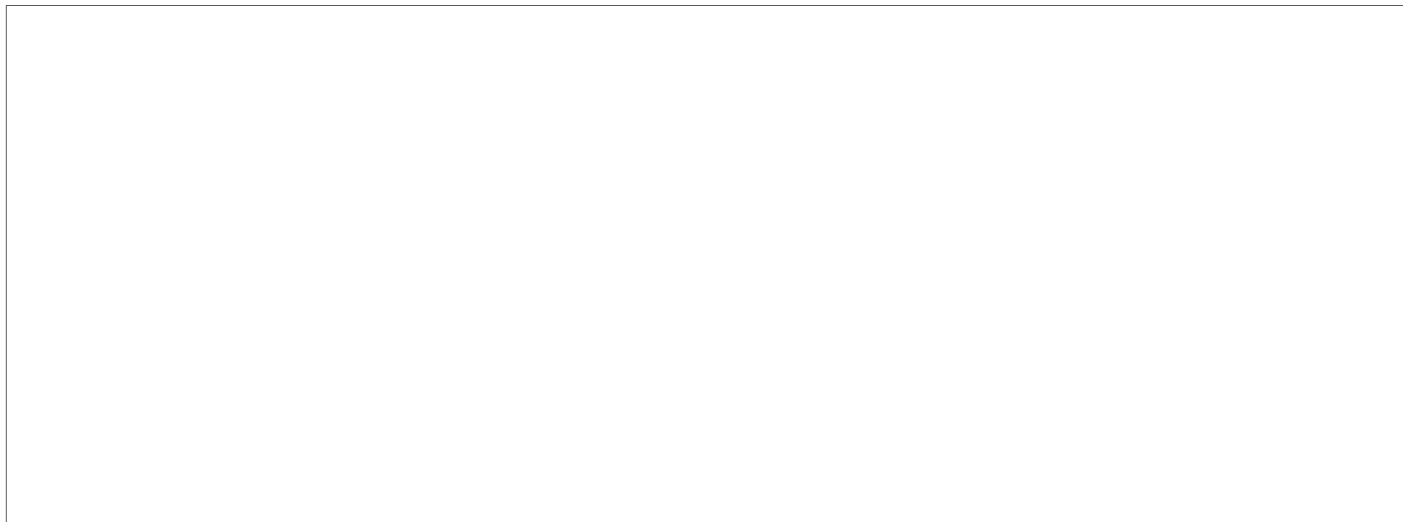
25X1 g. On 6 December, the Contracts Branch, Facilities
Management Group, OL issued a firm-fixed price contract to Whitener
and Jackson in the amount of \$210,000 for renovations to the 11th
floor of the Key Building in support of the Security Evaluation
Office. The period of performance on this contract will be
6 December through 23 January. []

25X1 h. During the week of 5 December, representatives from the
Mail and Courier Branch, OL (M&CB/OL), and the Office of
Information Technology (OIT), met to discuss M&CB's capability to
provide an early morning pickup at two OIT Center locations (one in
the New Headquarters Building and one in the Original Headquarters
Building). M&CB customized its service to meet this requirement
ensuring that output from overnight production runs could be
delivered to customers, including those in outlying buildings, the
25X1 next morning. []

25X1 * j. The Printing and Photography Group, OL, is still
waiting for the bulk of the text for the Congressional Budget
Justification Books. Special input testing is still going on with
Volumes 2 and 3. Only 15 percent of the total text has been
received and none of it has yet been prepared in finished page
form. []

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* r. The Contracts Branch, Facilities Management Group, OL, is preparing a contract to commission Everett Raymond Kinstler to paint the official portrait of Judge Webster. The portrait is expected to cost over \$20,000 and should be completed within a year.

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2. Significant Events Anticipated During the Coming Week:

None

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J/John M. Ray